

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice CRP-325**For:** State and County Offices**Canceling CRP Annual Payments With Incorrect Offsets****Approved by:** Acting Deputy Administrator, Farm Programs**1 Overview****A****Purpose**

This notice informs State and County Offices that monetary amount corrections for XXHAYGRZ and XXCRPRED shall be corrected by canceling the payable through the CRP software application.

2 Canceling Payments With Incorrect Offsets**A****Canceling Issued
CRP Payments**

Follow the steps in this table **in order**, and enter **only the responses as indicated** for canceling CRP CCC-184's.

Step	Action	Result
1	On Menu FAX250, enter the appropriate County Office option 3 or 4 and PRESS "Enter".	Menu FAX07001 will be displayed.
2	On Menu FAX07001, ENTER "5", "Conservation", and PRESS "Enter".	Menu EEA000 will be displayed.
3	On Menu EEA000, ENTER "3", "CRP Contract File", and PRESS "Enter".	Menu EPCA00 will be displayed.
4	On Menu EPCA00, ENTER "6", "Annual Payment Activity", and PRESS "Enter".	Screen EPCJ0001 will be displayed.

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Disposal Date

September 1, 1999

Distribution

State Offices; State Offices relay to County
Offices; FS, 80; CSREES, 5

2 Canceling Payments With Incorrect Offsets (Continued)

**A
Canceling Issued
CRP Payments
(Continued)**

Step	Action	Result
5	On Screen EPCJ0001, ENTER "4", "Perform Special Payment Processing", and PRESS "Enter".	Screen EPCJ0501 will be displayed.
6	On Screen EPCJ0501: <ul style="list-style-type: none"> ENTER "3", "Cancel issued CRP payment", and PRESS "Field Exit" enter FY for which installment payments are being made 1998 and PRESS "Enter". 	Screen EPCL2001 will be displayed.
7	On Screen EPCL2001, enter CRP-1 number and PRESS "Field Exit". Answer the question, "Is there another CRP Contract to enter? (Y or N)", with the appropriate answer and PRESS "Enter".	Screen MGCRVE01 will be displayed.
8	On Screen MGCRVE01, ENTER "X" in the "SEL" column to select the control number for payable for cancellation processing and PRESS "Enter".	Screen MGCRVE01 will be redisplayed.
9	On redisplayed Screen MGCRVE01, the message, "If selection is correct, PRESS 'Enter' to verify", is displayed. If displayed data is: <ul style="list-style-type: none"> incorrect, make correct selection correct, PRESS "Enter" to continue. 	Screen ANK52010 will be displayed, if CCC-184 was issued. Screen ANK52040, if still on file, or Screen ANK52020, if transmitted, will be displayed if ACH was issued.
10a	On Screen ANK52010, verify that all data displayed is for the correct producer and amount. PRESS "Print" and reset. ENTER "Y" to answer the question, " Is the check to be canceled available ", and PRESS "Enter". Note: If Screen ANK52020 is displayed, PRESS "Cmd6", "Show Checks", and change check not available to available before continuing. If not changed, amount will be set up as a receivable.	
10b	On Screen ANK52040, PRESS "Enter".	Screen ABK53005 will be displayed. Go to step 12.
10c	On Screen ANK52020, ENTER "10341" as the Basis of Debt Code and PRESS "Enter".	Screen AQK15201 will be displayed.

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2 Canceling Payments With Incorrect Offsets (Continued)

A
Canceling Issued
CRP Payments
(Continued)

Step	Action	Result
11	<p>Note: If a receivable is being established, Screen AQB15201 will be displayed.</p> <p>On Screen AQB15201, enter the text to be printed on the Initial Notification Letter and PRESS "Enter".</p>	Screen AQBKPR01 will be displayed.
11a	On Screen AQBKPR01, enter the printer ID to be used to print the Receivable Establishment Verification Report and PRESS "Enter".	<p>Report will be produced.</p> <p>Screen AQBKCFM01 will be displayed.</p>
11b	On Screen AQBKCFM01, enter if printing was satisfactory or not and PRESS "Enter".	Screen AQB53005 will be displayed.
12	On Screen AQB53005, enter or change the printer number and number of copies to be printed of the producer's Disbursement Statement and PRESS "Enter".	<p>Producer's Disbursement Statement will be printed.</p> <p>Screen AQB53010 will be redisplayed.</p>
13	On Screen AQB53010, ENTER "1" or "2" to indicate successful printing and PRESS "Enter".	Screen EP0501 will be redisplayed.

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2 Canceling Payments With Incorrect Offsets (Continued)

B

Producer's Disbursement Statement

This is an example of a producer's Disbursement Statement after a correct cancellation with CCC-184 has been completed.

United States Department of Agriculture	Farm Service Agency	MESA COUNTY FSA OFFICE 2754 COMPASS DRIVE ST 130 GRAND JUNCTION, CO 81506-8796																		
Date 10/10/1998 Time 11:33 Statement Type R Correction	Program Application 90CRP Conservation Reserve	Phone 303-242-9133																		
		CRP Payment Year 1998 PAGE 1																		
<p>Name: JAMES POWELL PO BOX 51 COLUMBUS, OH 58727-0051</p>																				
RETAIN FOR TAX PURPOSES	Producer ID 501 22 6533 S	Disbursement Statement																		
<p>Transaction Information</p> <table border="0"> <thead> <tr> <th>Reference Number(s)</th> <th>Amount</th> <th>STAT</th> <th>Payment Description</th> </tr> </thead> <tbody> <tr> <td>Contract 0073A Transaction E129700104</td> <td>476.00</td> <td>CAN</td> <td>CONSV RESV ANNUAL - CCC FUNDED</td> </tr> <tr> <td></td> <td>476.00</td> <td></td> <td>Total Payments (Transactions)</td> </tr> </tbody> </table>			Reference Number(s)	Amount	STAT	Payment Description	Contract 0073A Transaction E129700104	476.00	CAN	CONSV RESV ANNUAL - CCC FUNDED		476.00		Total Payments (Transactions)						
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				431.00	JAMES POWELL															
<p>*** End of Report ***</p>																				

3 Correcting Producer's XXHAYGRZ and XXCRPRED Reductions

A

Adjusting Screen EPCJ7301 for Additional Payment Follow this table to correct the wrong amount previously entered in the "prorated", "hay/graze", or "unauthorized use" fields causing an incorrect underpaid ACH or CCC-184 for the producer, and enter **only** the responses as indicated.

Step	Action	Result
1	On Menu EPCA00, ENTER "6", "Annual Payment Activity", and PRESS "Enter".	Screen EPCJ0001 will be displayed.
2	On Screen EPCJ0001, ENTER "2", "Select Producers for Special Payment and/or Reduction Processing", and PRESS "Enter".	Screen EPCJ0001 will be redisplayed.
3	On redisplayed Screen EPCJ0001, enter FY for which special payments or reductions are being made 1998 and PRESS "Enter".	Screen EPCJ1501 will be displayed.
4	On Screen EPCJ1501, enter CRP-1 number and PRESS "Field Exit". Answer the question, "Is there another CRP contract to enter? (Y or N)", with the correct answer and PRESS "Enter". Note: If left blank, the system will default to "N".	Screen EPCJ7001 will be displayed.
5	On Screen EPCJ7001, ENTER: <ul style="list-style-type: none"> "ALL" for selection of all producers on the contract or PRESS "Field Exit" "S" in front of producer's name from the displayed list and PRESS "Enter". 	Screen EPCJ7301 will be displayed.
6	On Screen EPCJ7301, adjust the incorrect reduction amount and PRESS "Enter".	Screen EPCJ7301 will be redisplayed.
7	On redisplayed Screen EPCJ7301, verify that correct data is displayed and PRESS "Enter".	Screen EPCJ7501 will be displayed with files being updated. Screen EPCJ0001 will be redisplayed.

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4 Re-Entering Producer's Original CCC-184 After Cancellation

A

Recording Adjusted Manual CCC-184's Follow this table to record original CCC-184's, **and** the corrected adjustment amounts, **only when the producer has cashed** the original CCC-184. Enter **only** the responses as indicated.

Step	Action	Result
1	On Screen EPCJ0001, ENTER "4", "Perform Special Payment Processing", and PRESS "Enter".	Screen EPCJ0501 will be displayed.
2	On Screen EPCJ0501: <ul style="list-style-type: none"> ENTER "2", "Record manual payment" enter FY for which installment payments are being made 1998 and PRESS "Enter". 	Screen EPCJ1001 will be displayed.
3	On Screen EPCJ1001, enter CRP-1 number and PRESS "Field Exit". Answer the question, "Is there another CRP Contract to enter? (Y or N)", with the correct answer and PRESS "Enter". If left blank, the system will default to "N".	Screen EPCJ7101 will be displayed.
4	On Screen EPCJ7101, ENTER: <ul style="list-style-type: none"> "ALL" for selection of all producers on the contract or PRESS "Field Exit" "S" in front of producer's name from the displayed list, and PRESS "Cmd5" to complete transaction. 	Several reports will be calculated for processing. Screen FAX46501 will be displayed.
5	On Screen FAX46501, make necessary printer or form number changes and PRESS "Enter".	Reports EPCK50-R001, EPCK52-R001, and EPCK63-R001 will be printed. Screen EPCL1001 will be displayed.

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4 Re-Entering Producer's Original CCC-184 After Cancellation (Continued)

A
Recording
Adjusted Manual
CCC-184's
(Continued)

Step	Action	Result
6	<p>On Screen EPCL1001:</p> <ul style="list-style-type: none"> • type over the displayed "Remaining Payment Amount" data field with the following and PRESS "Field Exit": <p>Example: Producer was due \$1,000. A reduction of \$400 for 93HAYGRZ was reduced. The producer appealed the \$400 amount and got it reduced to \$200. Producer actually received CCC-184 in the amount of \$600.</p> <p>Use producer Disbursement Statement to get the date, CCC-184 number, and original amount for the producer.</p> <p>Type over the \$1,000 displayed with \$800. This is the original CCC-184 amount of \$600, plus \$200, the new reduction amount. The system will reduce the new reduction from the first entry of \$800, thus leaving the producer's original amount of \$600.</p> <ul style="list-style-type: none"> • sum of the producer's original payment and any additional offset • new adjusted reduction amount <ul style="list-style-type: none"> • enter the manual CCC-184 date <p>Note: Use the date printed on the original CCC-184 that the producer has cashed.</p> <ul style="list-style-type: none"> • ENTER "Y" to the question, "Verify Unauthorized Uses or Haying/Grazing Reduction (amount displayed here) was deducted?": <p>Note: This amount will be deducted from the amount entered in the first bullet of this step.</p> <ul style="list-style-type: none"> • PRESS "Enter" if correct • PRESS "Cmd2" if incorrect. Make make necessary corrections, then start over again. 	<p>Reports EPCK68-R001 and EPCK68-R004 will be printed.</p> <p>A message screen will be displayed with the statement, "Payment records have been created, Do you wish to continue?".</p> <p>Action: ENTER "Y" and PRESS "Enter".</p> <p>Screen MGCRXE01 will be displayed.</p>

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4 Re-Entering Producer's Original CCC-184 After Cancellation (Continued)

**A
Recording
Adjusted Manual
CCC-184's
(Continued)**

Step	Action	Result
7	On Screen MGCRXE01, PRESS "Tab" and ENTER "Y" in front of "M" for manual payment work records to be processed and PRESS "Enter".	Screen ABK10001 will be displayed.
8	<p>On Screen ABK10001, review the amount listed in the "Manual Amount remaining to be disbursed" line. This amount should already be minus the new reduction entered with the producer's original payment.</p> <p>Note: This amount will be credited to the producer if no other checks were previously added at the beginning of the payment process on Screen EPCL1001.</p> <p>If correct, ENTER "N" to answer the question, "Are there additional payments to be entered?", and PRESS "Enter".</p> <p>Note: If multiple CCC-184's were canceled that were written to CCC for an assignment or for a joint payment, answer the question with "Y" until the last original CCC-184 has been re-entered. The remaining displayed amount could be zero or the producer's already cashed CCC-184. ENTER "N" and PRESS "Enter".</p>	Screen ABK10001 will be redisplayed.
9	On redisplayed Screen ABK10001, verify that all data is correct and PRESS "Enter".	<p>Screen ANK30010 will be displayed with all previously entered data.</p> <p>Follow 1-CRP, paragraph 359.6.</p>

5 Writing Additional ACH's or CCC-184's Due Producer After Adjustment

A

Issuing Additional ACH or CCC-184

Follow 1-CRP, paragraph 358, to issue the producer's additional ACH or CCC-184 after adjustment, if required.

Note: Ensure that the correct amount owed is displayed on Screen EPCL1001 before continuing.

6 Correcting Electronic Fund Transfers

A

Electronic Fund Transfers Not Transmitted

If electronic fund transfer has **not been queued and transmitted**:

- cancel through CRP
 - make payment again **after** correcting reduction, according to paragraph 3.
-

B

Producer Underpaid

If the producer is found to be **underpaid** after the correction, make an additional payment through CRP special payment processing according to 1-CRP, paragraph 358.

C

Electronic Fund Transfers Transmitted

If electronic fund transfer **has been transmitted** and then canceled, a receivable has been established.

- **Correct the reduction amount**, according to paragraph 3, and make payment through CRP special payment processing in 1-CRP, paragraph 358.
- Enter the amount needed out of the reissuance to repay the cancellation CRP receivable on Screen ABK10001 in the "Receivable Data" field and ENTER "N" to answer the question.
- Use this CCC-184, written to CCC, to repay the receivable using the receivable software.

If the corrected payment amount is **not** enough to satisfy the entire established receivable, send initial notification letter for balance due **after** applying the collection through the receivable software.

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7 Action

A County Office Action

County Offices shall:

- follow the instructions in this notice to ensure that any corrections are completed properly

Note: If questions, contact the State Office **before** starting the process, if adjustment is necessary.

- process the underpaid report according to 1-CRP, paragraph 391
- process the overpayment report according to 1-CRP, paragraph 427. All manually prepared CCC-184's for multicounty producers will be displayed **until** the download from KCMO has been received to update the appropriate files. Process this report each time a download is received until all producers have been deleted from the report.

Note: If **several months** pass and the producers still remain on the report, contact National Help Desk through the State Office computer specialist. There could be a problem and it would need to be resolved before payments become due for the next year.

B State Office Action

State Offices shall ensure that County Offices get **all** questions resolved as soon as possible, to alleviate any possible problems concerning corrections of CCC-184's and electronic fund transfers, **before** being queued.
